

CASA Report Quality Assessment Tool for Advocates and Coaches

This tool is similar to what your Coordinator uses when assessing quality advocacy through the CASA Report. As an Advocate or Coach, you can use this tool as a checklist to ensure that adequate information is contained in each Report to the Court.

Report Basics: Assesses overall readability and lends itself to credibility of the report and the Advocate's professionalism.

Children, Parents and other parties Information - Assessment Section of the report addresses the types of information an Advocate may have gathered in their Investigation role. This type of information is important because it provides the basis for strengths, concerns and eventually recommendations.

Strengths and Concerns Section shows an Advocate's critical thought process about the case. The Advocate is able to take gathered information and demonstrate how it impacts the family's protective and risk factors.

Recommendations Section shows the Advocate's ability to deduce what is in the best interest of the child and the family based on the strengths and concerns identified.



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Report Basics		✓
1. Use the format in P & P Manual/CAMS?		
2. Dated one week or more prior to the court hearing?		
3. Free of Spelling Errors? If errors are found, enter the corresponding number of errors in the No Column. 1 to 3 spelling errors = 1; 4 to 5 errors = 2; 6 or more errors = 3		
4. Free of Grammatical errors? If errors are found, enter the corresponding number of errors in the No Column. 1 to 3 grammatical errors = 1; 4 to 5 errors = 2; 6 or more errors = 3		
5. Avoids technical jargon?		
6. Report has two or fewer errors where abbreviations or acronyms are not explained (or spelled out) <u>the first time</u> they are used in the report?		
7. Maintains the same first or third person, active voice throughout the report?		

Child Information		✓
8. Report narrates the following for <u>Each Child in Each Report</u>: (text in <i>italics</i> denotes a key concept that could be included)		
--Family Visitation – Ideas for information to narrate in the report include <i>visitation with parents</i> , <i>visitation with siblings</i> (if applicable) and the adequacy (number and type) of visits for the child's wellbeing		
--Information on Placement (if child has been removed) – Ideas for information to narrate in the report: information from the child on their placement (if age appropriate); information from <i>caregiver</i> on the status of the child's <i>placement and progress</i> ; observable information on the <i>child's bond and acceptance of caregiver</i> ; <i>stability</i> of the placement; <i>special environmental needs</i> of the placement, <i>adoption preference</i> of the child's current placement or other work towards a <i>concurrent plan and/or permanency</i> .		
--Educational or Early Childhood Needs – Ideas for information to narrate in the report: child's <i>current grade</i> or <i>child care arrangement</i> ; location of child's school or day care provider; child's <i>teacher, principal or main contact</i> with the school if child is school age; Child's caregiver, ISFP provider, Head Start/Early Head Start or preschool teacher, if child is 0-5; the child's <i>grades</i> ; narration about <i>academic success</i> or information about the child's <i>skills</i> from day care provider; reference to IEP or ISFP.		
9. Consider the type of hearing for which this report was prepared. If this information is appropriate for the hearing, does the report reference:		
-- Medical Information – Ideas for information to include in the report: information on <i>immunizations</i> ; date of latest <i>physical</i> or well-child appointment and any concerns noted; date of last <i>dental</i> appointment and any concerns noted; <i>medication</i> taken by the child for physical health needs; <i>referrals</i> for specialty medical services if needed; child's <i>health insurance</i> status.		
--Child Mental Health/Trauma/Substance Abuse – Ideas for information to narrate in the report: date of most recent <i>mental health assessment</i> ; date of most recent <i>substance abuse assessment</i> ; either of these assessments needed to occur and <i>have not taken place</i> and why; <i>medication</i> for mental health needs (Does not need to list type of medication, dosage, etc.); statement referencing <i>trauma</i> and whether services use a trauma-informed approach.		
--Transitional Needs (age 14 and above) <u>if applicable</u> – Ideas for information to narrate in the report: <i>any transitional services offered/received</i> ; additional transitional services needed by the youth.		

--Child's Wishes if age-appropriate – Ideas for information to narrate in the report: <i>information on what the child would like to see happen in the case and what the child would like to tell the Judge.</i>	
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Parent/family information	✓
10. Consider the type of hearing for which this report was prepared. If this information is appropriate for the hearing, does the report reference:	
Parental Protective and Risk Factors: -- Ideas for information to narrate in the report: employment – or other source of <i>income</i> ; <i>housing</i> – is it adequate to allow for reunification with the children; housing stability; status of <i>driver's license</i> (if applicable); status of <i>transportation</i> (if applicable); family <i>financial</i> issues (if applicable); statement from providers on parent's <i>skill development progress</i> ; statement from providers on parent's quality and quantity of <i>visitation</i> ; the parent's <i>formal and informal support system</i> .	
Parental Health: -- Ideas for information to narrate in the report: health needs that would impact successful parenting of the child; efforts made to address health needs; parental access to health insurance.	
Parental Mental Health/Substance Abuse/Domestic Violence/Other service needs (if applicable) – Ideas for information to narrate in the report: information gathered about these services OR narrates unsuccessful attempts to gather information (i.e. parent refused to sign release, provider refused to provide information)	

Strengths/Concerns	✓
11. The child (or children's) strengths and concerns are listed first in each section?	
12. For each for strength listed, is evidence of this strength provided in the body of the report?	
13. For each for concern listed, is evidence of this concern provided in the body of the report?	
14. Does the report identify strengths while still acknowledging that concerns are present for the child and/or family? (report is strengths-based, but risk-aware)	
15. Specifically for transition services (if applicable): are the needed services being provided? Strength or concern.	
16. Specifically for children who have been removed from their home for a period of time (if applicable): is the concurrent plan for the child in place? Strength or concern.	

Recommendations	✓
Report contains a recommendation about each of the following:	---
17. CINA Status – (be adjudicated, remain adjudicated, adjudication dismiss)	
18. Placement recommendation	
19. The recommendations for the child or children are listed first.	
20. Include recommendations from identified concerns regarding child health, mental health, education, placement, permanency, etc.	
21. Specific recommendations for child age 14+ if applicable	
22. Recommendation about family (parent and sibling) visitation.	
23. Include recommendations from all identified concerns regarding parent health, mental health, income, parents involvement in child's education, housing and other important services (DV, SA) (or there are no recommendations for at this time)	
24. Does each recommendation have evidence in the body of the report and relate to a concern or strength listed?	